

# Bi-Annual Commencement

**May 2, 2008 and TBA (Fall 2008)**

**This project supports the following  
CNM Strategic Planning Goal Goals:**

*(Check all that apply)*

- Student Success:** Expand CNM's caring approach to student Success
- Partnerships/Community Building:** Create and enhance a systematic approach to partnerships and community building
- Diversity:** Build on CNM's Multi-faceted diversity
- Identity:** Strengthen CNM's comprehensive identity
- College Success and Sustainability:** Innovate to sustain CNM's success for future generations

## **Introduction**

*Provide background and a brief description of the project, including information on the need/problem. Also, list the key desired results that are to be accomplished by the project.*

### **Project Description:**

Bi-Annual Commencement ceremony for all CNM students who register for commencement after meeting all requirements for graduation; CNM will be holding two commencement ceremonies beginning in 2008 to attempt to include more students in the ceremony. A campaign will be developed and designed to include direct marketing to students to keep them informed of commencement dates and how they can register.

**Desired Results:**

1	Bi-Annual Commencement
2	Increase Student participation
3	Continue to increase awareness of Bi-Annual Commencement

**Deliverables – nouns, these are not activities**

1	A timeline of preparation per each event
2	A plan for a campaign to promote Bi-Annual Commencement
3	Selection of volunteer committee for each commencement
4	A plan for volunteer training to staff each commencement
5	A training binder for Student Activities for commencement consistency
6	
7	
8	

## Project Organization

Role	Description	Staff Assigned
<b>Sponsor</b>	Has ultimate authority over and is responsible for a project and/or a program, its scope & deliverables.	Rudy M. Garcia Office of the Dean of Students
<b>Project Manager(s)</b>	Develops and maintains project plan and project schedules, executes project reviews, tracks & disposes of issues & change requests, manages the budget, and is responsible for overall quality of the deliverables.	Kristofer Gaussoin, Rachel Decker (Student Life)
<b>Project Team</b>	Is responsible for performing the activities necessary for implementation of the project.	Kristofer Gaussoin, Rachel Decker, Melissa Campbell, Rudy Garcia, Theresa Marquez
<b>Key Stakeholders</b>	Provides expert understanding of their organization, and represents area for which the project is intended to support/serve.	Advisement and Counseling, Registration, Enrollment Services, Student Body

## PROJECT SCOPE AND SCHEDULE SUMMARY

The table below is to be used for all Project Management and Tracking System projects as follows:

- **Step I – Project Plan** (*see table 1 below*)
  - Identify the project’s deliverable (noun) in the row that is highlighted. You can add additional rows to accommodate all of the project’s deliverables. The rows beneath each deliverable are for the detailed tasks.
  - Identify the detailed tasks to produce each deliverable in the rows beneath the deliverable
  - For ***each*** task, indicate a date when the work will begin and when the work will be finished. Additional rows can be added as necessary.

						9/6/07
<b>Project Schedule/Status Report</b>						
Title Bi-Annual Commencement			Submitted by: Rudy Garcia			
	Deliverable(s) and Tasks	Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
1.0	Preparation Timeline for each Commencement					
1.1	Initial Planning Meeting	Kristofer Gausson	8/31/07	09/04/07	100%	09/07/07
1.2	Meeting with Advisement and Counseling and Registration	Kristofer Gaussoin, Rudy Garcia	9/10/07	9/19/07	100%	09/12/07
1.3	Timeline schedule Designed	Kristofer Gaussoin, Rudy Garcia	9/15/07	9/15/07	100%	09/14/07
1.4						
1.5						

						9/6/07
<b>Project Schedule/Status Report</b>						
<b>TITLE Bi-Annual Commencement</b>			<b>Submitted by: Rudy Garcia</b>			
	<b>Deliverable(s) and Tasks</b>	<b>Responsible Person</b>	<b>Start Date</b>	<b>Projected End Date</b>	<b>Status (%complete)</b>	<b>Actual Completion Date</b>
2.0	Campaign Plan to Promote Bi-Annual Commencement					
2.1	Partial Planning Meeting	Kristofer Gaussoin, Rudy Garcia	9/15/07	10/15/07	100%	10/16/07
2.2	Campaign Plan	Kristofer Garcia, Rudy Garcia	10/15/07	10/30/07	100%	10/22/07
2.3	Campaign Plan to Students	Kristofer Garcia, Rudy Garcia	10/30/07	02/15/08	100%	2/11/08
2.4						
2.5						

9/6/07

**Project Schedule/Status Report**TITLE **Bi-Annual Commencement**Submitted by: **Rudy M. Garcia**

	<b>Deliverable(s) and Tasks</b>	<b>Responsible Person</b>	<b>Start Date</b>	<b>Projected End Date</b>	<b>Status (%complete)</b>	<b>Actual Completion Date</b>
3.0	<b>Volunteer Training and Selection</b>					
3.1	Selection of Commencement Volunteer Captains	Kristofer Gaussoin, Rachel Decker	11/01/07	11/15/07	100%	11/12/07
3.2	Selection of volunteers for commencement planning committee	Kristofer Gaussoin, Rachel Decker, Rudy Garcia	11/01/07	11/15/07	100%	11/12/07
3.3	Volunteer Training Outline	Kristofer Gaussoin, Rudy Garcia	11/15/07	11/20/07	100%	12/07/07
3.4						
3.5						

						9/6/07
<b>Project Schedule/Status Report</b>						
<b>TITLE</b> Bi-Annual Commencement				Submitted by: Rudy M. Garcia		
	<b>Deliverable(s) and Tasks</b>	<b>Responsible Person</b>	<b>Start Date</b>	<b>Projected End Date</b>	<b>Status (%complete)</b>	<b>Actual Completion Date</b>
4.0	Training Binder for Commencement Planning					
4.1	Binder Design	Kristofer Gaussoin, Rachel Decker, Rudy Garcia,	11/20/07	12/15/07	100%	12/14/07
4.2	Binder Templates	Kristofer Gaussoin, Rachel Decker, Rudy Garcia	11/20/07	12/15/07	100%	12/14/07
4.3	Finalization of Binder	Kristofer Gaussoin, Rachel Decker, Rudy Garcia	12/15/07	12/17/07	100%	12/14/07
4.4						
4.5						
4.6						
4.7						
4.8						

						9/6/07
<b>Project Schedule/Status Report</b>						

TITLE		Submitted by:				
		Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
5.0						
5.1						
5.2						
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5.4						
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5.6						
5.7						
5.8						

9/6/07

**Project Schedule/Status Report**

**TITLE**

**Submitted by:**

		<b>Responsible Person</b>	<b>Start Date</b>	<b>Projected End Date</b>	<b>Status (%complete)</b>	<b>Actual Completion Date</b>
6.0						
6.1						
6.2						
6.3						
6.4						
6.5						
6.6						
6.7						

						9/6/07
<b>Project Schedule/Status Report</b>						
<b>TITLE</b>			<b>Submitted by:</b>			
		<b>Responsible Person</b>	<b>Start Date</b>	<b>Projected End Date</b>	<b>Status (%complete)</b>	<b>Actual Completion Date</b>
7.0						
7.1						
7.2						
7.3						

						9/6/07
<b>Project Schedule/Status Report</b>						
<b>TITLE</b>				<b>Submitted by:</b>		
		<b>Responsible Person</b>	<b>Start Date</b>	<b>Projected End Date</b>	<b>Status (%complete)</b>	<b>Actual Completion Date</b>
8.0						
8.1						
8.2						
8.3						
8.4						

## Project Dependencies and Assumptions

Identify other project dependencies and/or efforts that are related to, that affect, or may be affected by, the project being planned. Also, identify any assumptions that could significantly affect the project depending on their outcome. Indicate a Degree of Impact of “High”, “Medium” or “Low”. (Examples: staff availability, another project that must be done prior to launch, etc.)

Dependency/Assumption	Degree of Impact
Volunteer Availability	High
Committee Attendance	High
Budget	High

## Project Budget Summary

[The budget and costs reflected in the Project Plan should account for all resource labor, hardware, software, facilities, etc. required to achieve the stated scope and objectives.]

Project Budget Summary				
Budget Categories Bi-Annual Commencement		Amount [general fund]	Amount [additional funding source]	Amount [TOTAL]
a	<b>Internal Resource Labor</b> Rachel Decker, Kristofer Gaussoin, Melissa Campbell, LisaMarie Dorian, Theresa Marquez	in total hours 100 each		1000 hours each
b	Volunteer x 30	\$ 20 each		1200 hours each
c	GAA for Commencement (includes facility rental, faculty cap and gowns, speaker fees, flowers, printing, mailings, event signage, music, event security, etc.)	\$ 43,000 each		\$86,000
d		\$		
e		\$		
f		\$		
<b>TOTAL:</b>		<b>\$ 0</b>	<b>\$ 0</b>	<b>\$0.00</b>

*Note: The project requires no additional resources although each person involved will have to reallocate their time to complete this task.*

Approved by Executive Team: \_\_\_\_\_ Date: \_\_\_\_\_

## Team Member Signature

(Instructions: Hold a review of the project plan with your team members and obtain their agreement to participate. Each team member's signature represents his or her agreement to participate in this effort.)

TEAM MEMBER - AGREEMENT TO PARTICIPATE		
PRINT NAME AND TITLE/ ORGANIZATION	SIGNATURE	DATE
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
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